

Missouri License Office Bidding Information

The majority of Missouri's 182 license offices will be up for renewal in 2013. Interested groups and individuals will be able to bid to operate one or more of the license offices. Bidders must have an active Federal Employer Identification Number (FEIN) and must submit the proposal under the legal entity name for which the FEIN was assigned. A proposal submitted under a social security number or without an active FEIN will not be accepted.

The Missouri Department of Revenue, through the Office of Administration, will post a Request for Proposal (RFP) for Missouri license office contracts in the coming weeks. Interested bidders will have approximately four weeks to bid on operating the offices in a competitive process as outlined in the RFP. A scheduled tour of the current location will be provided for anyone interested in bidding. Bids will be evaluated on items such as expertise of the personnel proposed, methods proposed for performing the service, and the offeror status such as an Internal Revenue Service (IRS) tax-exempt entity (not-for-profit, political subdivision, a Certified Minority Business Enterprise (MBE) and/or a Women Business Enterprise (WBE). Consideration will also be given to Missouri Service-Disabled Veteran Enterprises.

All of the bids will be evaluated by a review team at the Department of Revenue, and the proposal that scores best in areas including but not limited to customer service, business experience and office location is the one that is chosen.

Information to help guide potential bidders:

- Missouri license office locations: <http://dor.mo.gov/mvdl/offloc/>
- Estimated transactions and processing fees collected at Missouri license offices: <http://dor.mo.gov/contact/>
- License office bidding information and listing of current Department of Revenue office contracts: <http://oa.mo.gov/purch/vendor.html>
- Previous bids and current contracts: <http://168.166.15.165/IBPMWeb/Client/Framework.asp>
- To register to receive notifications when an office is put out for bid: <https://www.moolb.mo.gov/Glue/default.asp>
- To obtain a Federal Employer Identification Number: [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-\(EINs\)-](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-(EINs)-)
- Process to attain minority/woman-owned certification: <http://oeo.mo.gov/>